FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 20, 1994
Levine School

MINUTES

Directors:	Present: Boykin, Brayton, Dorr, Fiorito, Gerard, Streit, Wheeler Absent: Madigan and Smith (no proxies assigned), Wolfe and Ziskind (proxies assigned)
Staff:	Holloway, McClelland
Visitors:	Larry Cohen
Resigned:	Payich

The meeting began at 7:38 P.M.

REVIEW OF MARCH 16, 1994 MINUTES

The minutes for March 16, 1994, were corrected as follows:

The middle sentence in the first full paragraph and the second full sentence in that paragraph on page six are deleted.

Motion to approve minutes as amended: Brayton. Second: Fiorito. Unanimously approved.

FINANCIAL REPORT

McClelland presented the financial report. As of the end of March, we are on budget. McClelland noted that he is rephasing the funding balance on fundraising because we were pushing fundraising activities to the end of the year.

McClelland was asked whether the $36,000 profit includes CD donations. He answered yes, it includes the $5,000 in CD donations received this year.

There was a discussion of the number of tickets we collected at Lisner for Our Show of Shows and the number of tickets we budgeted to sell. According to McClelland, we fell short of what we budgeted. Streit stated that, despite the ticket count, the number collected does not take into account no shows.

McClelland stated that so far, we have only collected $20,731 for concert tickets.

Dorr suggested that we are arguing over phantom figures. McClelland wants complimentary tickets to be marked so we can keep track of

them. McClelland also made it clear that we should be careful with our forecasts. He also reminded the Board that in one month we must have a budget draft for the next fiscal year.

Gerard asked who determines the number of complimentary tickets that we distribute. McClelland responded that we distributed 100 and reminded the Board that this is our first real count of tickets received at the door.

Dorr asked whether complimentary tickets are stamped on the back. McClelland said that they are not but thought it was an excellent idea that we should implement.

We reviewed our fundraising figures and noted that fundraising was quite high in 1992 because we had a phonathon that netted us $2,000. We did not repeat the phonathon in 1993, which accounts for the higher fundraising amount in 1992.

We have issued season tickets to angels and benefactors for years, but never tracked them. Dorr believes that it would be helpful if we tracked them.

The fee we received from Cedar Lane goes under the rehearsal department and is not reflected as revenue.

McClelland gave instructions on how to fill out the budget-projection sheet. He added that we could use the last column in the back to add items that are not already reflected on the budget projection sheet.

We discussed whether we could turn around our budget projections in time for the May 14 meeting and in time for McClelland to do the work he needs to before the budget meeting. Dorr mentioned that there is a double rehearsal on May 22, and suggested that we reschedule the budget meeting to May 21. The Board agreed to reschedule the budget meeting to May 21.

McClelland raised his concern that there will be problems for him to deal with when we implement the new audition procedures. Holloway said that there will be a registration procedure and McClelland said that would help.

Motion to approve the financial report: Brayton. Second: Boykin. The motion was unanimously approved.

President's Report

Streit announced that Payich resigned from the Board for personal reasons. Streit has the letter and will forward it to the Secretary.

Streit thanked the music staff for their fine effort on Our Show of Shows and added that he was impressed with how smoothly the production went.

Streit announced that the CD inserts are being finalized and that the CD is ready to go into production.

Streit expressed gratitude for the sponsorship program and announced that ten of the fifteen tracks on the CD have sponsors. We will send letters to all the sponsors thanking them for their donations and explaining how their donations were applied.

Streit asked each Board member to ask one person to run for the Board. He suggested searching out good candidates and added that many members are unsure whether they should run for the Board and would welcome assurances that they are up to the task.

We will sell our CD at the Pride festival on June 5 as well as raffle tickets. On June 12 we will sell raffle tickets and CDs in Montgomery County.

Streit asked all Board members to consider participating in the GALA Leadership Conference in Charlotte over Labor Day weekend. He said that it would be nice to see a large GMCW representation. Holloway asked whether we are doing anything for the Black/Lesbian Pride weekend. Streit said that we would perform. The date is Sunday, May 29. If we have large enough numbers, we should participate because they extended the invitation to us.

Streit gave a progress report on the settlement of the Harry Powers estate. That process is ongoing. Streit announced that the Executive Committee considered an offer to purchase Powers' home, but it felt that the offer contained so many contingencies that it was not viable. Next week, we expect an accounting of the expenses associated with the settlement of the estate through April 16th.

Dorr announced that Don Wright is representing our interests. Dorr also announced that there is an open house at Powers' home on Saturday and suggested that Board members attend and focus on how well the marketing of the house is going.

Streit handed out a list of ideas on the responsibilities of a an executive administrator. He added that the handout was designed to solicit ideas on the duties of the position and is his particular wish list. Streit added that he would love to see us fill the position in the next year and to that end, he is putting together an executive administrator search committee.

The Board discussed proofreading of the CD inserts. It was suggested that we check with the sponsors regarding the wording of their dedications. Streit said that was his responsibility.

PRODUCTION REPORT (attached)

Wheeler delivered the report and stated that he believed that those areas of his responsibility for Our Show of Shows went smoothly. Wheeler found the Lisner Staff to be as helpful as they could be. In general, there seemed to be no complaints concerning the production. However, Holloway had a complaint concerning sound. (Sound was not one of Wheeler's production responsibilities.) Holloway found that the sound man was slow on picking up cues.

Wheeler proposed reimplementing production meetings, a suggestion made by Rivard. Sound can be discussed at that meeting.

Wheeler presented his budget for a proposed Holiday concert in 1994 at Lincoln. He announced that Jeff Anthony is Lincoln's production manager. Anthony formerly worked at Lisner and, in particular, remembers our Harmonic Convergence concert there. Gwendolyn Caffritz has recently been named Chair of the Board of the Lincoln Foundation.

In general, the Board favorably received the budget proposal for the Holiday '94 concert at Lincoln. The Board instructed Wheeler to negotiate further the hall rental fee, in particular for nonperformance days and to knock down the rental fee on those days to $500. Wheeler is also to provide for leaving 100 tickets for sale at the box office. McClelland expressed his concern on the insurance fee, stating his opinion that GMCW already carries adequate insurance. The Board also wants assurances that Lincoln does not have bumping privileges. In particular, Holloway wants to know whether the City can bump us. Wheeler said that he would address all these concerns. He requested complimentary tickets to the Pride concert to give to members of the Lincoln Board and GMCW Board members assured him that he could have the tickets.

Dorr moved to hold the Holiday '94 concert at Lincoln. Second: Gerard. The motion unanimously passed.

Wheeler was asked about the budget for a Spring Concert at Lincoln. He answered that the figures would be similar. Wheeler was instructed to put together a budget for the Spring Show.

Wheeler also reported that Lisner was interested in retaining us and that Lisner had not charged us for the use of the downstairs foyer for our after concert party and had reduced its percentage of sales on our CD sales from thirty percent to twenty. Wheeler recommended that we hold our Pride '95 concert at Lisner.

REPERTORY ADVISORY COMMITTEE REPORT

Holloway delivered the report. Holloway discussed the Spring '95 concert. It will center around African-American music.

The trip to Los Angeles was discussed. Our capital outlays for that trip have dramatically increased. Streit suggested that the Board consider some belt tightening. The buses we will use in L.A. have already been paid for and they are booked by the hour. This means we would have to pay while they wait for us during a rehearsal at the theatre where we are performing. We would need two plus buses to make the move to and from rehearsal.

The hotel wants additional payment for the rehearsal space we propose to use at the hotel. Holloway expressed surprise at that. He noted that Ziskind did an excellent job of working down the hotel's initial request of $2,000 for the rehearsal space to approximately $550. Boykin reminded the Board that we are not scheduling events at the hotel. In light of that, Boykin believes that it is understandable that the hotel would want to charge us for the prerehearsal breakfast.

Boykin suggested that we could charge the membership $5 to cover the cost of the breakfast. McClelland suggested that GMCW pick up the cost of the breakfast rather than having the membership pay. He thinks this is reasonable in light of GMCW's current favorable cash situation. He added that we will not be as well off next year. Furthermore, McClelland believes that by picking up the breakfast cost, the Board offers something to everyone who is going to L.A. and not to just a few in scholarship aid.

Boykin moved that an additional $300 be budgeted for a party in L.A. and $550 to cover the cost of the prerehearsal breakfast. Second: Gerard. The motion unanimously passed.

For the Pride concert, a platform for multiple risers is under consideration. Rivard is asking Korpon about the feasibility.

Holloway noted that copyrighted works on the CD are owned by the composer. This means there is no provision for a royalty fee to arrangers. Therefore, Holloway suggests we offer an honorarium to the arrangers. He said he would work out the details first with Harry Fox before deciding the amount.

Holloway predicted that the Pride concert will finish at around 10:15 P.M. Our program in L.A. is designed to promote our CD.

Holloway announced that rehearsal tapes will be available to help with learning the Stonewall music. He anticipates that there will be a note-learning tape and a word-memorization tape. Dorr advised that there is someone who is willing to fund the sectional tapes.

Holloway announced that sectional rehearsal will occur during every rehearsal and that there will have to be additional evening sectional rehearsals.

MEMBERSHIP REPORT

Boykin delivered the report and announced that there was favorable feedback concerning the after-concert party at Lisner. We used GW's caterer and received good value for our $900.

Boykin discussed the plight of those members who have severe financial problems. Boykin expressed the belief that the Board has no provision to waive dues for a member who is experiencing financial hardship.

It was clarified that it is Board policy to instruct unemployed or student members to write a letter concerning their status. If they wish assistance with finances, they are instructed to see Streit or Dorr.

There was a discussion of dues and how they apply to persons on leaves of absences, etc. There appears to be confusion or lack of communication concerning our policy in this area. Brayton suggested that the executive committee can work out the details. Nonetheless, it is clear that if you are on official leave of absence, you still owe dues. A person on leave of absence can always petition the executive committee to waive dues during the leave period, provided that a good reason for the waiver is presented.

Streit stressed that this is not a penny-pinching problem but a fairness issue. It was noted that if a member auditioned in the fall, he is responsible for annual dues of $150.

Holloway announced that the second tenor rehearsals have the highest attendance rates.

FUNDRAISING REPORT

Fiorito delivered the report.

The Magic Show has been postponed indefinitely. The piano/flautist fundraiser is being rescheduled to Fall '94.

Gerard and Cunningham sold 480 raffle tickets at Our Show of Shows. Gerard and Streit are confident that they will sell the bulk of the 5,000 raffle tickets printed.

The fundraiser mailing preceding the phonathon is on schedule. There will be a mailing of 5,000 letters. It is anticipated that the names of donors will be turned over to Capital Club as potential Capital Club members. Dorr also anticipates that this will improve the quality of our mailing list for season subscription purposes.

Anyone who donates $500 will receive a phone call from a Board member. The call will be followed up with a thank you letter.

Streit has been making the thank you calls and they have been well received.

The main area of growth in the fundraising area since February has been unsolicited gifts.

The idea of a quarterly newsletter to donors was discussed as a vehicle to keep donors informed of Chorus happenings. Otherwise, the only time we would have contact with them is when we went back to them to ask for more money. Holloway asked what would the news quarterly do to or for advertising. He cited Seattle's Quarterly which makes money for them by charging for advertising.
It was noted that the Windy City Gay Men's Chorus and Turtle Creek Chorale publish humble quarterlies. These would be excellent sources of ideas for our quarterly and it was noted that we don't have to put out a 24-page glossy program.

Gerard discussed Capital Club's cocktail party for its angels and benefactors. When it was brought to the Capital Club's attention that there was a donor whose dollar amount of donation qualified him for one of the Capital Club categories of people invited to the party, the Capital Club made the stretch and invited the donor. Fiorito expressed his appreciation of Capital Club's inclusiveness.

OTHER BUSINESS

McClelland announced that we have sold 90 CDs and 28 tapes.

It was noted that only seven Board members were present (a quorum). The question of reducing the size of the Board was raised. It was thought that the Board might run more efficiently with fewer members.

It was noted that there are dwindling numbers who want to be Board members. It is too late this year to address this question.

It was noted that with eleven Board members, our current number, a quorum is six.

McClelland noted that when we have an executive director, the Board will be less involved with day-to-day management and will become a policy-making Board. The executive director will meet with the

music director rather than the Board meeting with the music director.

Brayton noted that when GMCW developed its bylaws, it envisioned a policy board, but then it became a working board, so we are going full circle.

Holloway noted that as they evolve, most nonprofits increase the size of their boards and staff. It is even possible to have more than one board. Holloway believes this is worth talking about.

It was also suggested that we don't need to fill every seat when a vacancy arises.

On the matter of absent Board members, Dorr noted that absenteeism was worse in past years.

The bylaws specify that two uncommunicated absences by a Board member are grounds for removal.

Motion to adjourn: Brayton. Second: Dorr. The motion carried unanimously. The meeting adjourned at 9:48 P.M.

Submitted by: **Robert G. Wheeler**
FCPAA Secretary
May 13, 1994